



CITY OF CORINTH
invites applications for the position of:

Division Chief

SALARY: \$3,229.60 - \$3,875.20 Biweekly
\$83,969.60 - \$100,755.20 Annually

OPENING DATE: 06/03/21

GENERAL PURPOSE:

Under general direction of the Fire Chief, manages and oversees the daily operations in assigned divisions of the Lake Cities Fire Department (LCFD). Manages the Lake Cities Fire Department (LCFD) activities and employees, including training, planning, EMS Inventory and QA/QI, and administration as assigned by the Chief of Department; assures Department's compliance with state and Federal laws and the public safety goals of the City; manages coordinated responses to stabilize and control emergency incidents. Division Chief will share on-call responsibilities with the Command Staff and will be required to reside within fifteen minutes of the fire department headquarters within six months of the date of hire.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Serves as principal advisor to the Chief of Department on LCFD training and Emergency Medical programs; interprets concerns, develops plans, identifies solutions, and recommends priorities of programs and projects.
- Assists Chief of Department in administrative, and records management programs, in accordance with LCFD policy and appropriate local, state, and Federal regulations and standards.
- Assists Chief of Department in directing Operations when required.
- Assumes command of large-scale incidents and emergencies as appropriate, and coordinates actions with other agencies; directs strategies, tactics and deployment of personnel to achieve the on-scene priorities of personal safety, incident stabilization, and property conservation.
- Develops standards for program and operations evaluation; investigates and resolves administrative issues when required.
- Manages administrative activities, budgets, procurement, inventory control, and strategic plans.
- Ensures consistency of training and adherence to policies, procedures, and nationally recognized standards and guidelines.
- Provides leadership and guidance to staff.
- Reviews and approves reports and prepares and maintains required departmental records and reports; represents the LCFD in training and ems planning meetings.
- Coordinates with Federal, state and local emergency services organizations, City departments, outside organizations and businesses; manages community relations issues.
- Assures effective communication of LCFD directives and changes in protocols; maintains discipline and assures compliance to LCFD policies and state and Federal regulations.
- Maintains the integrity, professionalism, values and goals of the City by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Cooperates with co-workers professionally to accomplish work efficiently and effectively.

- Has regular, predictable attendance; attendance is a factor in continued employment with the City.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

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Education and Experience:

- Associate degree in Fire Science, Business or Public Administration, or related field;
- AND eight (8) years of progressive experience in the fire service including certified Firefighter/Paramedic experience; at least four (4) years at rank of Company Officer or above;
- OR an equivalent combination of education, experience and specialized training that provides the requisite knowledge, skills and abilities for this position.
- Must pass criminal background and drug screen.

Required Licenses or Certifications:

- Firefighter Intermediate Certificate, TCFP
- Firefighter Master Instructor Certificate, TCFP
- EMS Instructor, DSHS
- EMT-P Certification, TDSHS
- Must have a valid Driver's License (Texas license must be obtained within 30 days of hire per State law)
- Must have a valid Texas B Exempt Driver's License or the ability to obtain it within six (6) months.
- Other certifications or licenses may be required for certain needs.

SUPPLEMENTAL INFORMATION:

Required Knowledge of:

- City organization, operations, policies and procedures.
- Pertinent Federal, State and local laws, codes and regulations governing fire safety.
- Fire Department SOP, guidelines, policies and procedures.
- Modern emergency services management principles and practices.
- Techniques and practices for efficient and cost-effective management of allocated resources.
- Strategy and tactics for deployment of personnel, equipment and resources in emergency situations.
- Procedures used in fire suppression, emergency medical response, and property conservation.
- Operational characteristics of specialized fire suppression apparatus, vehicles and equipment.
- Methods and techniques to develop and present fire prevention and training programs.
- Federal, state and local building codes, regulations and engineering standards.
- City geography, traffic patterns, and the location of all streets, landmarks and buildings.

Required Skill in:

- Assuming command-level responsibilities, and coordinating firefighting, rescue, and emergency medical services under complex emergency conditions.
- Recognizing the construction, contents and occupancy of buildings and other emergency incident scenes to apply appropriate firefighting, rescue and emergency medical techniques.
- Using initiative and independent judgment within established procedural guidelines, while assuring compliance with Department goals and objectives.
- Assessing and prioritizing multiple tasks and projects, and delegating tasks and authority.

- Establishing and maintaining effective working relationships with co-workers and working as a team member with other emergency services agencies.
- Operating and maintaining computer and communications equipment.
- Ability to get along with others.
- Effective communication, both verbal and written.

Physical Demands / Work Environment:

- Work is performed in a standard office environment, with on-scene response to emergency situations.
- Must maintain a level of physical fitness to meet Department standards.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofcorinth.com>

Position #060320212
DIVISION CHIEF
JK

3300 Corinth Parkway
Corinth, TX 76208
940-498-3231

HRAdmin@cityofcorinth.com

Division Chief Supplemental Questionnaire

- * 1. Please list your valid TCFP certifications.
- * 2. How many years experience do you possess in the fire service?
- * 3. How many years experience do you have at the rank of Company Officer or above?
- * Required Question